

Formal announcement for interdepartmental promotion

Subject: Personnel Change Announcement - [Employee Name] Promotion and Transfer

Dear All,

This message serves to formally announce that [Employee Name], currently serving as [Current Position] in the [Current Department], will be promoted to [New Position Title] in the [New Department], effective [Date].

This strategic move aligns with our organizational restructuring goals and recognizes [Employee Name]'s proven expertise in [relevant skills/areas]. The transition will facilitate better cross-departmental collaboration and knowledge sharing.

During the transition period ([Date] to [Date]), [Employee Name] will work closely with both departments to ensure seamless handover of current responsibilities and smooth integration into [his/her/their] new role.

Please update your contact directories accordingly. [Employee Name]'s new office location will be [Location], and [his/her/their] extension remains [Phone Number].

We appreciate your cooperation during this transition and look forward to the positive impact this change will bring to our operations.

Sincerely,

[Your Name]

[Your Title]

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